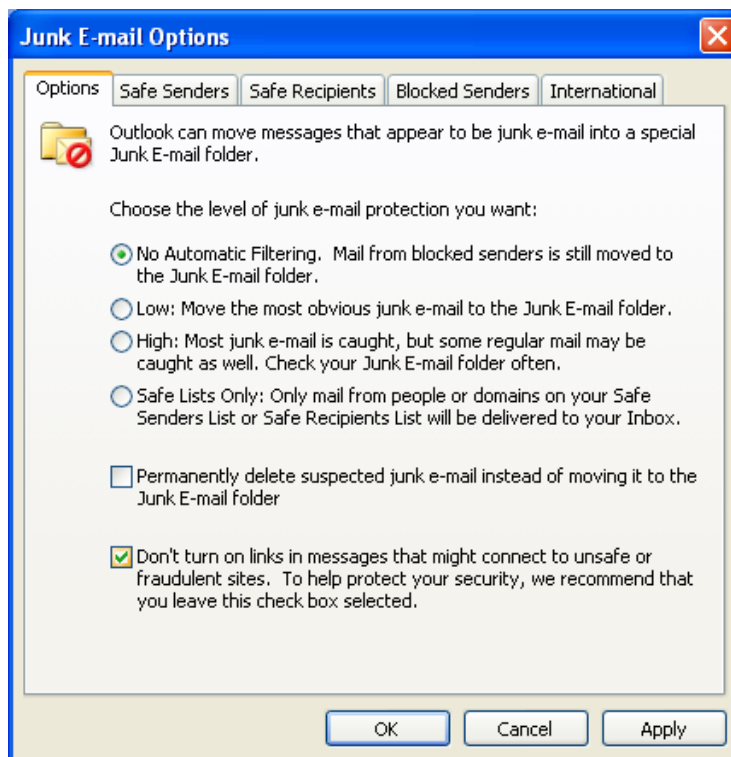# How to Turn Off the Junk Filter in Outlook 2003

Because NOMAD uses the Proofpoint Anti-Spam Anti-Virus solution, it is recommended that Outlook 2003 users within NOMAD turn off their Junk Mail Filtering. To turn off the Junk Filter in Outlook 2003, perform the following steps:

1. Open Outlook 2003, and from the menu bar, click **Tools**
2. Scroll down and click **Options**
3. Click the button that says **Junk E-mail**
4. From the window that appears, select the radio button that says "**No Automatic Filtering**."
5. Click **OK**.

Note: Although this turns off the automatic Junk E-mail Filter, Microsoft Office Outlook 2003 will continue to evaluate messages by using domain names and e-mail addresses on your **Blocked Senders** List, and messages from blocked senders will continue to be moved to your **Junk E-mail** folder. If you wish, you may remove the addresses from your blocked senders list by selecting the **Blocked Senders** tab (see screen shot above), selecting the entries you want to delete, and clicking **Remove**.

Official NOMAD training materials and documentation are available at:
https://nomad.nasa.gov/nomad/documentation.html
To report corrections to this document or to provide suggestions, email: nomadao@mail.nasa.gov
For assistance, Help Desk and Center Outreach contact information is available at:
https://nomad.nasa.gov/nomad/nomadoutreach.html